

INVITATION FOR BIDS (IFB) NO. 98-083  
FOR  
PRINTING, FOLDING, AND DELIVERY  
OF  
KU LAMA NEWSLETTER  
FOR THE  
UNIVERSITY OF HAWAII  
HONOLULU, HAWAII

APRIL, 1998

BOARD OF REGENTS  
UNIVERSITY OF HAWAII  
HONOLULU, HAWAII

## TABLE OF CONTENTS

IFB No. 98-083 for Printing, Folding, and Delivery of Ku Lama  
Newsletter for the University of Hawaii, Honolulu, Hawaii

|   | Pages |
|---|-------|
| Notice to Bidders .....                               | 1     |
| Business Classification Certification Statement ..... | 1-2   |
| Bid Form .....  | 1-4   |
| Certification for Tax Clearance .....                 | 1     |
| Technical Specifications .....                        | 1-3   |
| Special Provisions .....                              | 1-4   |

**IT IS THE RESPONSIBILITY OF ALL BIDDERS TO CHECK THE TABLE OF CONTENTS TO CONFIRM THAT ALL PAGES LISTED THEREIN ARE CONTAINED IN THEIR BID PACKAGE.**

**BIDDER'S REMINDER:**

Tax Clearance Certificate or OPPRM Form 128, CERTIFICATION FOR TAX CLEARANCE, (see Special Provisions).

## NOTICE TO BIDDERS

BID FORMS for IFB No. 98-083, Printing Ku Lama Newsletter, will be available from and received in the OFFICE OF PROCUREMENT, PROPERTY AND RISK MANAGEMENT, UNIVERSITY OF HAWAII, 1400 LOWER CAMPUS ROAD, ROOM 15, HONOLULU, HAWAII 96822, (an unofficial copy of the IFB is available on the Internet at <http://www.state.hi.us/bids/notice01.htm>) and must be submitted no later than 2:30 p.m., April 30, 1998, and at that time will be publicly opened.

Bids received after the time and date fixed for opening will not be considered.

Vendors located outside the Island of Oahu, Hawaii, USA, may request an official copy of the IFB to be sent via U.S. Postal Service by providing the vendor's name, address, contact person and telephone number. If express shipment is desired, requests must be submitted in writing with an account number, BILLABLE TO THE RECEIVER, and an authorized signature. Requests may be transmitted via facsimile, (808) 956-2093. Direct all questions to Karlee Hisashima, (808) 956-8674.

Kenneth P. Mortimer  
President, University of  
Hawaii and Chancellor,  
University of Hawaii at Manoa

Advertised: Honolulu Star-Bulletin  
Issue of: April 20, 1998

NOTICE TO BIDDERS

OPPRM FORM 115

BUSINESS CLASSIFICATION CERTIFICATION STATEMENT

(See Official Document)

BID FORM  
FOR  
PRINTING, FOLDING, AND DELIVERY  
OF  
KU LAMA NEWSLETTER

Office of Procurement, Property  
and Risk Management  
University of Hawaii  
1400 Lower Campus Road, Room 15  
Honolulu, Hawaii 96822

To Whom It May Concern:

The undersigned has carefully examined the INVITATION FOR BIDS (IFB) NO. 98-083, FOR PRINTING, FOLDING, AND DELIVERY OF KU LAMA NEWSLETTER FOR THE UNIVERSITY OF HAWAII, HONOLULU, HAWAII, and offers to furnish all labor, materials, and equipment required for the printing, folding, and delivery of Ku Lama Newsletter, as per TECHNICAL SPECIFICATIONS, in strict accordance with the true intent and meaning of the Invitation for Bids (IFB), as follows:

BASIC BID

| <u>Item</u> | <u>Description</u>   | <u>Quantity<br/>Per Issue</u> | <u>Unit Price</u> |
|-------------|--|-------------------------------|-------------------|
| 1.          | FOUR (4) page issue of <u>Ku Lama</u> Newsletter, as per Technical Specifications.     | 8,500 copies                  | \$_____ per issue |
| 2.          | EIGHT (8) page issue of <u>Ku Lama</u> Newsletter, as per Technical Specifications.    | 8,500 copies                  | \$_____ per issue |
| 3.          | TWELVE (12) page issue of <u>Ku Lama</u> Newsletter, as per Technical Specifications.  | 8,500 copies                  | \$_____ per issue |
| 4.          | SIXTEEN (16) page issue of <u>Ku Lama</u> Newsletter, as per Technical Specifications. | 8,500 copies                  | \$_____ per issue |

**TOTAL AGGREGATE BID**      \$\_\_\_\_\_

All bid prices shall be f.o.b. destination, including all applicable taxes.

Note: The University reserves the right to use BASIC BID 1, 2, 3, and 4 on an "As Required" Basis. The frequency of the pp. issues may vary from week to week as determined by the Ku Lama Editor. Contractor shall be informed as to the number of pages to be used on a weekly basis.

#### TAX LIABILITY

Both out-of-state and Hawaii bidders are advised that the amount bid on this solicitation is subject to the general excise tax (currently 4%) imposed by Chapter 237, Hawaii Revised Statutes (HRS) and, if tangible property is being imported into the State of Hawaii for resale, the use tax (currently 1/2%) imposed by Chapter 238, HRS. (Refer to Tax Clearance in the Special Provisions and Taxes in the General Provisions.) Bidders are therefore cautioned to consider such taxes in formulating their bids since no adjustments to the prices bid shall be allowed.

#### BASIS FOR AWARD

The award of contract, if awarded, shall be made to the lowest responsive and responsible bidder on the **TOTAL AGGREGATE BID**.

#### NOTE TO BIDDERS

An acceptable bid must conform in all material respects to this Invitation for Bids. Any of the following may be grounds for disqualification:

1. Taking exception to any of the specifications, terms or conditions contained in the IFB.
2. Placing conditions on the furnishing of solicited goods or services.
3. Inclusion of a quotation or order form containing additional specifications, terms or conditions.
4. Referencing external documents containing additional specifications, terms or conditions.

Bidders are advised that bids are evaluated as submitted and requests by bidders to delete conditions contained in their bids after bid opening cannot be considered.

#### LOCATION OF PRINTSHOP

Pursuant to Section 103D-1003, Hawaii Revised Statutes, the undersigned certifies that the printing shall be done at:

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Location of Printshop

REMITTANCE ADDRESS

In the event that the undersigned is awarded this contract and its remittance address differs from the address shown on the next page, please indicate remittance address below:

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Street Address or P. O. Box

---

City            State            Zip Code

SIGNATURE PAGE  
(See Official Document)

CERTIFICATION FOR TAX CLEARANCE

(See Official Document)

## TECHNICAL SPECIFICATIONS

This section indicates the Technical Specifications required for the printing, folding, and delivery of Ku Lama. The Technical Specifications listed herein are the minimum requirements and are mandatory for an accepted bid.

SCOPE OF WORK: Camera Work, Printing, Collating, Folding, and Delivery of Ku Lama, the newsletter for the University of Hawaii.

PRINTING SCHEDULE: Ku Lama shall be published weekly; approximately 42 times per year.

Camera-ready 11" x 17" laser printed pages will be available for pick-up by the Contractor at approximately 10:00 a.m. on each Tuesday prior to each Thursday delivery date. The University shall notify the Contractor via telephone of the availability of camera-ready laser printed pages.

Note: In the event that any State of Hawaii holidays fall on Tuesday, camera-ready laser printed pages will be available for pick-up on the Monday prior to the Thursday delivery date.

DELIVERY DATE: Delivery shall be made weekly on Thursday mornings beginning June 5, 1998 and ending on May 28, 1999.

Note: In the event that any State of Hawaii holidays fall on Thursday, delivery may be made the Friday thereafter.

Time schedule set by the University shall be met or Contractor shall be subject to liquidated damages.

DELIVER TO: 1. 6,000 copies to:

Campus Mailroom  
University of Hawaii at Manoa  
Physical Plant Building  
2002 East-West Road  
Honolulu, Hawaii 96822

DELIVER TO: 2. 1,300 copies to:  
(cont.)  
Office of University Relations  
University of Hawaii at Manoa  
Old Student Services Building  
2442 Campus Road  
Honolulu, Hawaii 96822

3. 1,200 copies to:  
Community Colleges Mailroom  
2327 Dole Street  
Honolulu, Hawaii 96822

QUANTITY: 8,500 copies per issue.

SIZE: Tabloid: 11.375" X 16" folded to 8" x 11.375"  
Bundled into lots of 200, 300, and 500  
as directed by the University.

NUMBER OF PAGES: FOUR (4) pp. per issue, or EIGHT (8) pp. per  
issue, or TWELVE (12) pp. per issue, or SIXTEEN  
(16) pp. per issue.

Frequency of the pp. issues may vary from week to  
week as determined by the Ku Lama Editor.  
Contractor shall be informed as to the number of  
pages to be used on a weekly basis.

PAPER: 35-37 lbs. Electrobright (recycled), or acceptable  
alternate.

**ACCEPTABLE ALTERNATE**

The paper mentioned is used in this specification  
as a measure of quality and performance. Any  
paper of comparable or better quality and  
performance than that specified will be considered  
for acceptance by the University. However, the  
University reserves the right to reject and deny  
any substitution that it may, in its discretion,  
deem unacceptable, and the findings in this regard  
shall be accepted by the bidder as final and  
binding.

ILLUSTRATIONS: FOUR (4) halftones per issue. 85/100 lpi.  
Contractor to shoot and strip in the halftones  
from the b/w and/or color prints submitted by the  
University.

INK: Black throughout.

PROOFS: Folding blueline proof required.

SAMPLES: Samples are available for inspection at the University of Hawaii, Office of Procurement, Property and Risk Management, 1400 Lower Campus Road, Room 15, Honolulu, Hawaii.

EXTRA CHARGES: The University shall be notified of all extra charges, BEFORE they are incurred. These extra charges shall not be paid unless a modification to the contract has been issued by the Procurement and Property Management Office.

RETURN OF COPY: Camera-ready pages, photographs, and negatives are the property of the University and shall be returned to the University of Hawaii, University Relations - Media and Publications Office upon completion of job.

CONDITIONS GOVERNING THIS JOB: The University reserves the right to:

- a. Reject the low bid, if it, in good faith, finds that the low bidder cannot perform the work in accordance with these specifications.
- b. Reject any part of, or the entire job, if it is not completed in accordance with these specifications.

Printer is required to submit samples of similar publications done in his/her shop within the past year, to be approved by the Technical Representative, at least TWO (2) days BEFORE bids are due (unless samples are already in the Office of University Relations).

All questions pertaining to the Technical Specifications shall be directed to Mr. Michael Tamaru, Publications Manager, telephone (808) 956-7514.

**Bidders are cautioned to review the Technical Specifications carefully and thoroughly. Objections to or requests for clarification of the specifications shall be made in writing to the Procurement and Property Management Office prior to the submittal of a bid. The submittal of a bid shall be considered as acceptance of the specifications as published. Protests concerning the Technical Specifications lodged after bid opening shall not be considered.**

## SPECIAL PROVISIONS

### 1. SCOPE

The Printing, Folding, and Delivery of Ku Lama Newsletter shall be in accordance with the terms and conditions of IFB No. 98-083 and the General Provisions dated February 23, 1996 included by reference. Copies of the General Provisions are available at the Office of Procurement, Property and Risk Management, University of Hawaii, 1400 Lower Campus Road, Room 15, Honolulu, Hawaii 96822 or the General Provisions may be viewed at:  
<http://www.state.hi.us/bids/notice03.htm>

### 2. TECHNICAL REPRESENTATIVE OF THE PROCUREMENT OFFICER (TRPO)

The Technical Representative of the Procurement Officer is Mr. Michael Tamaru, Publications Manager, telephone (808) 956-7514.

### 3. BIDDER'S QUALIFICATIONS

To qualify to bid on the specified goods and/or services, the bidder must be engaged in a business whose primary and customary interest is to provide the specified goods and/or services. The bidder must also have the requisite experience, appropriate forms of insurance, and proper licenses. The University reserves the right to disqualify any potential bidder if, in its discretion, the University determines that the bidder does not have the requisite experience or expertise to provide the goods and/or services.

### 4. PRINTING, BINDING, AND STATIONERY WORK

Attention of bidders is directed to Section 103D-1003, Hawaii Revised Statutes, requiring that all printing, binding, and stationery work for the State shall be performed within the State, unless it is established that such work cannot be performed within the State, or the lowest price for such work within the State exceeds that of a mainland firm by FIFTEEN PERCENT (15%).

### 5. COPY DELAY CLAUSE

If the copy schedule as shown in the Technical Specifications is delayed by the University, the delivery dates shall be moved forward from the dates indicated by the number of days of the delay.

### 6. DELIVERY

Prior to delivery, the Contractor shall contact the Technical Representative to coordinate delivery of the newsletters.

7. TERM OF CONTRACT

The Contractor shall enter into a contract with the University for an initial period of ONE (1) year commencing on the date designated in the Notice to Proceed, and the unit price(s) bid shall remain firm for the initial term of the contract. Thereafter, the contract shall be renewable from year to year, for a total of FIVE (5) years, without the necessity of rebidding, upon mutual agreement in writing, NINETY (90) days prior to the annual renewal date. The contract price for each renewal period shall remain the same or lower than the initial bid price or may be adjusted in accordance with SPECIAL PROVISION 8, ESCALATION CLAUSE, of the contract, upon written request of the Contractor. Further, the University may terminate the contract at any time upon THIRTY (30) days' prior written notice.

8. ESCALATION CLAUSE

The Contractor shall be allowed to request adjustments to the contract price for each contract renewal period, NINETY (90) days prior to contract renewal date, provided that the contract price for each renewal period shall not increase more than 5% (or) more than the Consumer Price Index for Pacific Cities and U. S. City Average based on All Urban Consumers, U. S. City Average, in effect ONE HUNDRED TWENTY (120) days prior to the renewal date, whichever is less, and provided, further, that the request is made in writing to the University.

9. PAYMENT

The Contractor shall be remunerated upon submission of a properly executed original invoice and ONE (1) copy, indicating the contract number, to Office of University Relations, University of Hawaii, 2444 Dole Street, Bachman 109J, Honolulu, Hawaii 96822, no later than THIRTY (30) calendar days following submission of invoice or the acceptance of Ku Lama.

10. TAX CLEARANCE FOR CONTRACTS

In accordance with Section 103-53, HRS, bidders shall submit with their bid packages, original tax clearances from the State of Hawaii Department of Taxation and the Internal Revenue Service. In the event bidders are unable to obtain a tax clearance by mail in time to include it with their bid packages, bidders may submit a completed OPPRM Form 128, CERTIFICATION FOR TAX CLEARANCE, in place of the DOTAX Form A-6, with their bid packages. However, an original tax clearance must be provided before contract award. Tax clearances obtained shall certify that all tax returns due have been filed, and all taxes, interest, and penalties levied or accrued under the provisions of Title 14 that are administered by the State of Hawaii Department of Taxation and under the Internal Revenue Code against the bidder, have been paid. This shall

apply to all contracts, whether with Hawaii bidders, out-of-state bidders, or nonprofit organizations.

This shall not apply to bidders if the State of Hawaii Department of Taxation certifies that the bidder is in good standing under a plan in which delinquent taxes are being paid to the State of Hawaii Department of Taxation (and the Internal Revenue Service, if applicable) in installments.

Offers that are not accompanied by original tax clearances or OPPRM Form 128, CERTIFICATION FOR TAX CLEARANCE, may be considered as non-responsive and may be rejected.

Any questions pertaining to tax clearances may be addressed to the following:

- a. Internal Revenue Service, Compliance Division - LTC  
300 Ala Moana Boulevard, #50089  
Honolulu, Hawaii 96850-4922  
Telephone No.: (808) 541-1160
- b. Department of Taxation  
State of Hawaii  
Oahu District Office  
P.O. Box 259  
Honolulu, Hawaii 96808-0259  
Telephone No.: (808) 587-4242  
Toll-Free: 1-800-222-3229

11. TAX CLEARANCE FOR FINAL PAYMENT

General Provision 7.2 entitled Tax Clearance, is hereby deleted and shall be replaced by the following:

TAX CLEARANCE FOR FINAL PAYMENT

In accordance with Section 103-53, HRS, final payment for the settlement of the contract will not be made by the University until the Contractor has submitted to the University original tax clearances from the State of Hawaii Department of Taxation and the Internal Revenue Service. Tax clearance shall certify that all tax returns due have been filed, and all taxes, interest, and penalties levied or accrued under the provisions of Title 14 that are administered by the State of Hawaii Department of Taxation and under the Internal Revenue Code against the Contractor have been paid.

Notwithstanding Sections 40-57 and 40-58, HRS, if a Contractor fails to provide the original tax clearances within SIX (6) months of the notice of final settlement or completion date of the contract, the University shall assign the final settlement payment in an amount not to exceed the

tax liability to the State of Hawaii Department of Taxation or Internal Revenue Service, provided that the State of Hawaii Department of Taxation may first offset its tax debt against the sum owed to the Contractor. This shall apply to all contracts whether with Hawaii vendors, out-of-state vendors, or nonprofit organizations.

The foregoing shall not apply to the Contractor if the State of Hawaii Department of Taxation certifies that the Contractor is in good standing under a plan in which delinquent taxes are being paid to the State of Hawaii Department of Taxation (and the Internal Revenue Service, if applicable) in installments.

Any questions pertaining to tax clearances may be addressed to the following:

- a. Internal Revenue Service, Compliance  
Division - LTC  
300 Ala Moana Boulevard, #50089  
Honolulu, Hawaii 96850-4922  
Telephone No.: (808) 541-1160
- b. Department of Taxation  
State of Hawaii  
Oahu District Office  
P.O. Box 259  
Honolulu, Hawaii 96808-0259  
Telephone No.: (808) 587-4242  
Toll-Free: 1-800-222-3229